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**Job Description:**

**Archaeologist**

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| **Reports to** | Head of Interpretation and Display |
| **Salary scale** | SCP 26 - 28 |
| **Salary** | £27530 - £29373 (FTE)  £24,925.81- £26,594.47 (pro rata) |
| **Hours** | 33.5 (0.9 FTE) |
| **Contract** | August 2024 – 26 September 2025  (58 weeks Fixed Term) |

**Job Purpose**

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| Derby Museums have received funding to build work on our Egypt, natural history and archaeological displays, the principal purpose of this post is to:   * Support the development of new approaches to the archaeological collections held at Derby Museums with a specific focus on delivering the approved purposes of two National Lottery Heritage Fund supported projects. * Help co-produce the redisplay of the Archeology Gallery at Derby Museum and Art Gallery as part of the *Reimagining with the City*project team. You will lead on the care and interpretation of our British Archaeology collections as part of this project. * Bring Egyptology knowledge to support the transition from our upcoming *Displaced: from the Nile to the Derwent* exhibition (focused upon exploring the material from ancient Egypt held at Derby Museums with our visitors), to the more permanent care and redisplay of these collections as part of the *Derby’s Egypt* project team. * Pro-actively support co-production activity with schools, volunteers, families and adult learners in support of collections care, interpretation and display as part of these two NLHF funded projects. |

**Reporting**

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| **Reports to:** | Head of Interpretation and Display |
| **Responsible for:** | Supervisory responsibility for secondees, trainees or volunteers. |

**Specific Responsibilities**

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| 1. Work with the Head of Interpretation and Display and the Head of Collections to develop and deliver plans for the new ancient Egypt re-display and the redevelopment of Archaeology and Natural Sciences galleries. 2. Take responsibility for the collections required for displays, programmes and activities, and ensure they are documented and cared for, in conjunction with the Collections Manager. 3. Work with Learning Programmers to develop and deliver our new schools offer and programmes for families. Support the development of programming with and for all audiences. 4. Co-produce displays, programmes and activities to support visitor engagement and that inspire curiosity in Derby’s story. Play a key role in the design of new galleries and interpretive strategies. 5. Support the Derby Museums Data Coordinator and the project leads with the collection and reporting of data for both projects |

**General Responsibilities**

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| 1. At all times commit to, and evidence, Derby Museums' values -integrity, ownership, discovery, inspiration, innovation and working together, while ensuring that customer care and visitor experience is of the highest quality. 2. Interact and cooperate with all Trust employees and contribute to Derby Museums’ Managing Individual Performance scheme. 3. Represent Derby Museums locally and regionally with all relevant bodies and partners. 4. Ensure that the principles of inclusivity and equality are evident in your behaviour and work with your colleagues, our users and communities. 5. Make best use of technology in the development and delivery of all organisational functions. 6. Prioritise communication and promotion of Derby Museums, its values and its services, utilising all relevant channels including social media. 7. Work evenings and weekends if required. 8. Actively participate in the wider life of Derby Museums contributing to inter-disciplinary teamwork and projects, updating systems and processes and undertaking other duties as requested. 9. Ensure compliance with all Trust policies including Customer Care, the Health and Safety at Work Act 1974, the Trust’s health, safety and security arrangements plus Financial and Procurement Standing Orders. |

**FOR COMPLETION BY SUCCESSFUL CANDIDATE**

I acknowledge that I have received a copy of this job description and accept that the responsibilities of the post are as indicated.

Signature........................................................... Date..................................

Date created / updated May 2024

**Person Specification:**

**Archaeologist**

Short-listing and selection will be based on the criteria set out here. Do make sure that your application fully demonstrates how you satisfy the points listed, drawing on your personal and work experience, education and training.

| **Qualities** | **Essential (E)**  **Desirable (D)** | **Identified by:**  Application (A), Interview (I), Test (T) |
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| **1. Generic skills and experience** | | |
| Experience or knowledge of projects and activities that enhance the visitor experience through the use of collections | E | AI |
| Experience of using collections creatively for learning and enjoyment | E | AI |
| Awareness of new technology and its potential application to engage audiences with collections | D | AI |
| Sensitivity and confidence with working with vulnerable audiences | E | AI |
| Commitment to sharing good practice internally and externally | E | AI |
| Ability to think from a commercial point of view and identify/assist in income generation | E | AI |
| Able to relate effectively to a wide range of people | E | AI |
| **2. Job specific skills and experience** | | |
| Experience of working with projects that encourage participation and dialogue with stakeholders in the community | E | AI |
| Specialist knowledge and experience of curating and caring for Archaeological collections including Egyptology collections | E | AI |
| Knowledge of the ethical considerations regarding these collections | E | AI |
| Experience working on gallery display/exhibition projects | E | AI |
| Display high levels of enthusiasm, hardworking, flexibility and commitment. Excellent team player. | E | AI |
| Highly organised, able to prioritise and work to tight deadlines with excellent attention to detail | E | AI |
| A commitment to and enthusiasm for working with volunteers and community groups | E | AI |
| Flexibility with regard to working hours will be necessary as there are occasions when the post holder will be required to work some evenings and weekends | E | AI |
| Experience or knowledge of the production of high quality creative engaging displays, exhibitions and interpretation using a variety of media | E | AI |
| Knowledge of best practice when working with artists/makers and participative practice with young people, adults and communities | E | AI |
| Experience or knowledge of developing resources and activities for identified audiences in a gallery/museum context | E | AI |
| Experience or knowledge of working with projects that encourage participation and dialogue with stakeholders in the community | E | AI |
| Informed about current practice in creative collections use, public collections projects and coproduction projects in museums | E | AI |
| Excellent communication and interpersonal skills, both written and verbal | E | AI |
| A strong interest in the mission and aims of Derby Museums, its collections and its potential to connect with diverse audiences through participative practice | E | AI |
| Demonstrates a responsible attitude to available resources and uses them efficiently and effectively. | E | AI |
| **3. Qualifications** | | |
| Advanced education, or equivalent or evidence of continued professional work based learning. | E | A |
| Commitment to continuous personal development | E | A I |
| **4. Equalities** | | |
| Promote understanding of the benefits of diversity and demonstrate how you promote equality of opportunity. | E | A I |

Date created / updated May 2024

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| **How is your information used?**  **Derby Museum Employees: -**  We may use your information to: fulfil our obligations under your contract of employment with us and any associated Derby City Council employment policies. This includes sharing your information with Government bodies as required by law, such as providing tax information to H M Revenue and Customs and salary information to the Court Service. This is to help us pay you correctly including sharing information about your pay and employment with other relevant bodies such as pension administrators, union bodies and employee benefits providers. This would include sharing relevant information with external training providers in support of your apprenticeship and personal development.  Any information we provide for equality statistics will be anonymised.  **Candidates: -**  Personal data such as full name, date of birth, address and National Insurance number is collected to allow us to feed your information into our HR/Payroll system should your application be successful. Other information such as employment history, duties and qualifications is collected to assess your suitability for the role, and to undertake pre-employment checks should your application be successful. Equalities data is also collected to allow for the completion of anonymised statutory returns and to inform any future recruitment campaigns.  **Who has access to your information?**  We may share your information with:   * Council Departments, Managers, and Internal Audit, to ensure we meet our statutory and contractual duties. This would exclude equalities data which is only accessible by HR colleagues. * External organisation’s such as; H M Revenue & Customs, Disclosure and Barring Service, H M Court Service, Police Authority, Department for Education, Department of Work and Pensions, Pensions Administrators (Derbyshire Pension Fund for Local Government Pension Scheme, and Royal London), voluntary payroll deductions, external auditors, Payroll/HR software providers, external organisation linked to TUPE legislation. This is for the purposes allowed by law as well as provision of information to pension administrators and other third parties payroll deduction where you are a member. These third parties include Government Departments, other Local Authorities and private sector companies, as allowed by law. This would include sharing relevant information with external training providers supporting your personal development or apprenticeship.   For further information about how your personal information will be used, please visit [www.derby.gov.uk](http://www.derby.gov.uk) where you can see a full copy of our Privacy Notice. Alternatively you can request a hard copy from Human Resources, Derby City Council, Corporation Street, Derby, DE1 2FS or [StrategicHR@derby.gov.uk](mailto:StrategicHR@derby.gov.uk) |